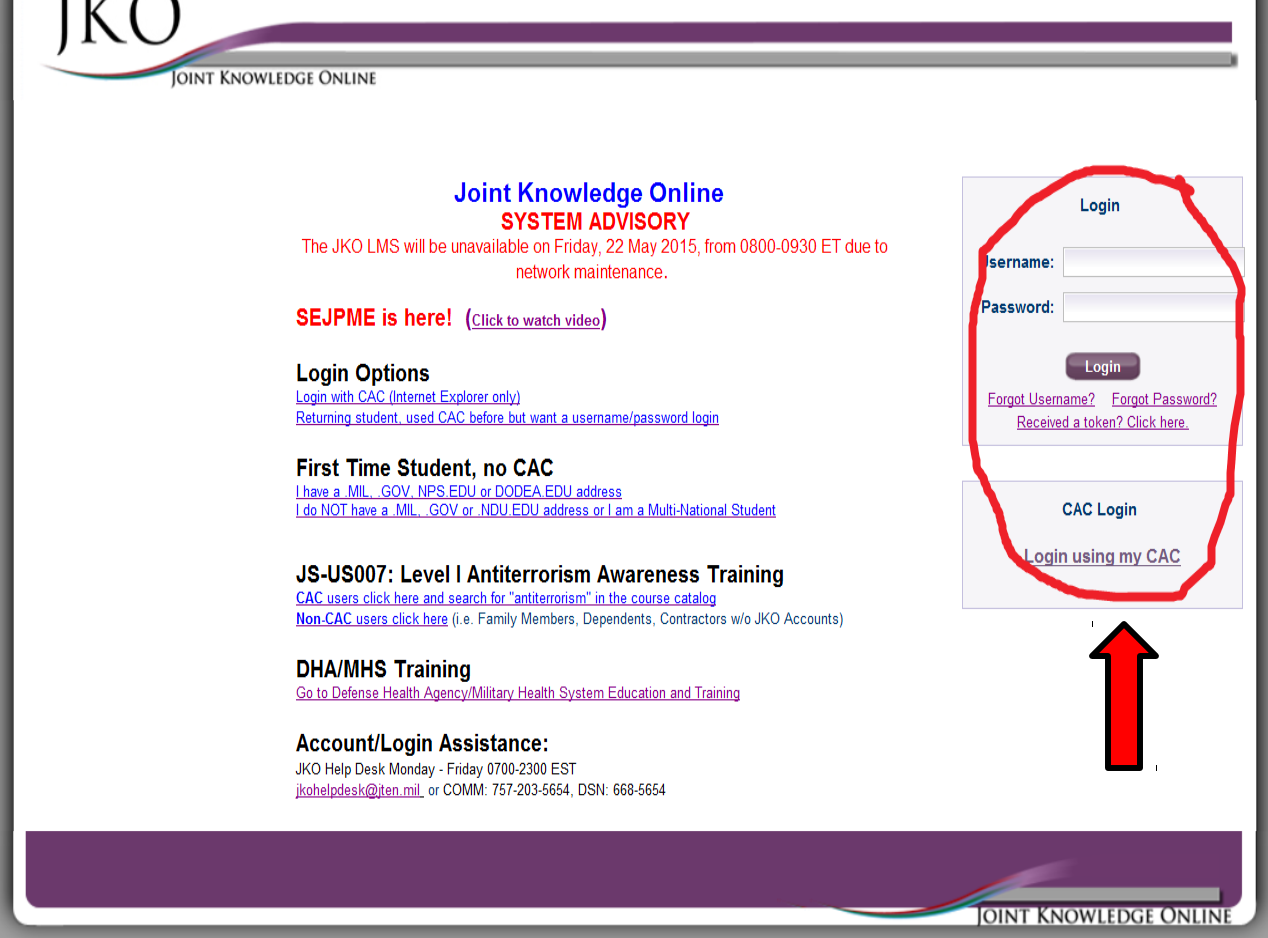
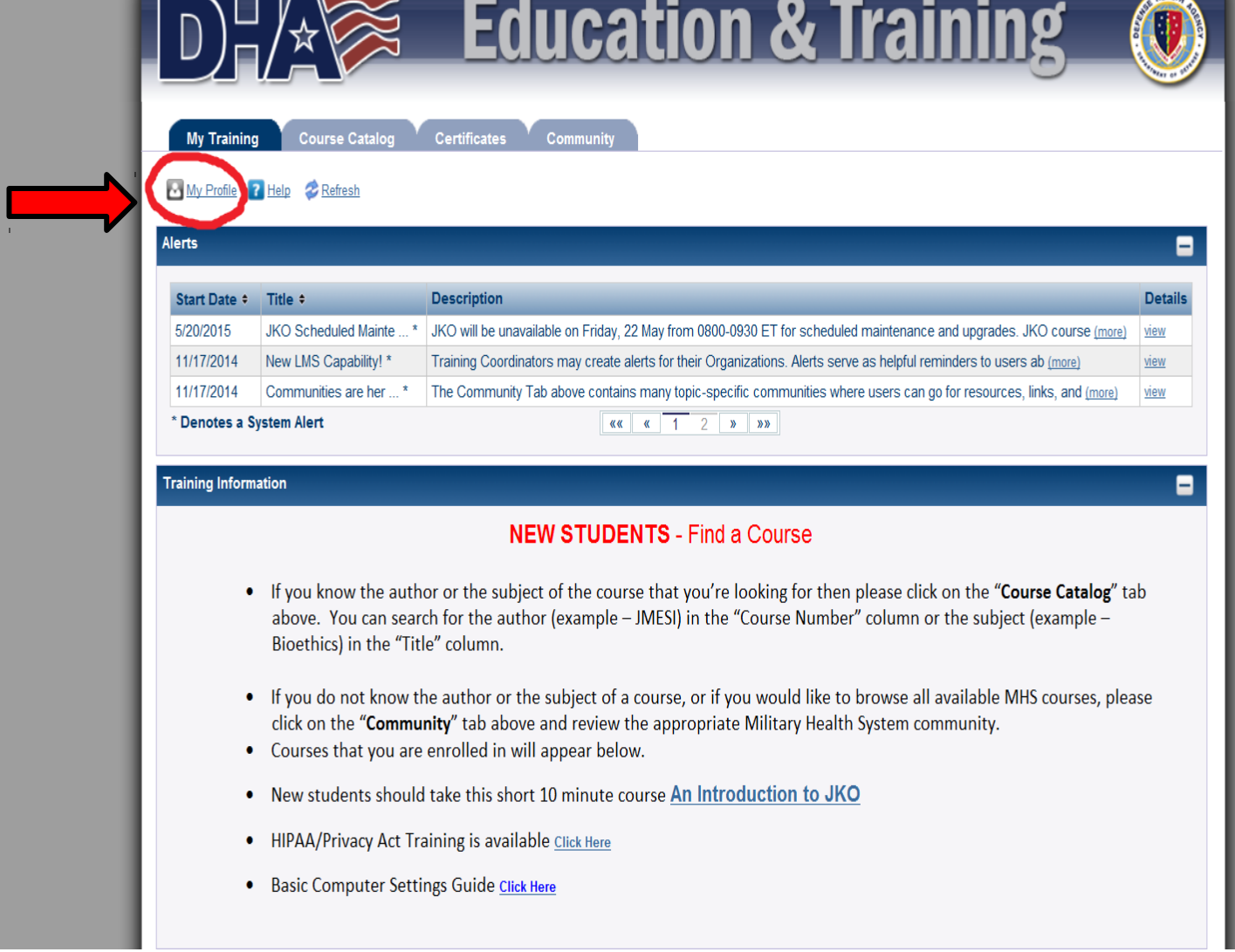
Womack Army Medical Center

IPAA TRAINING ON JKO

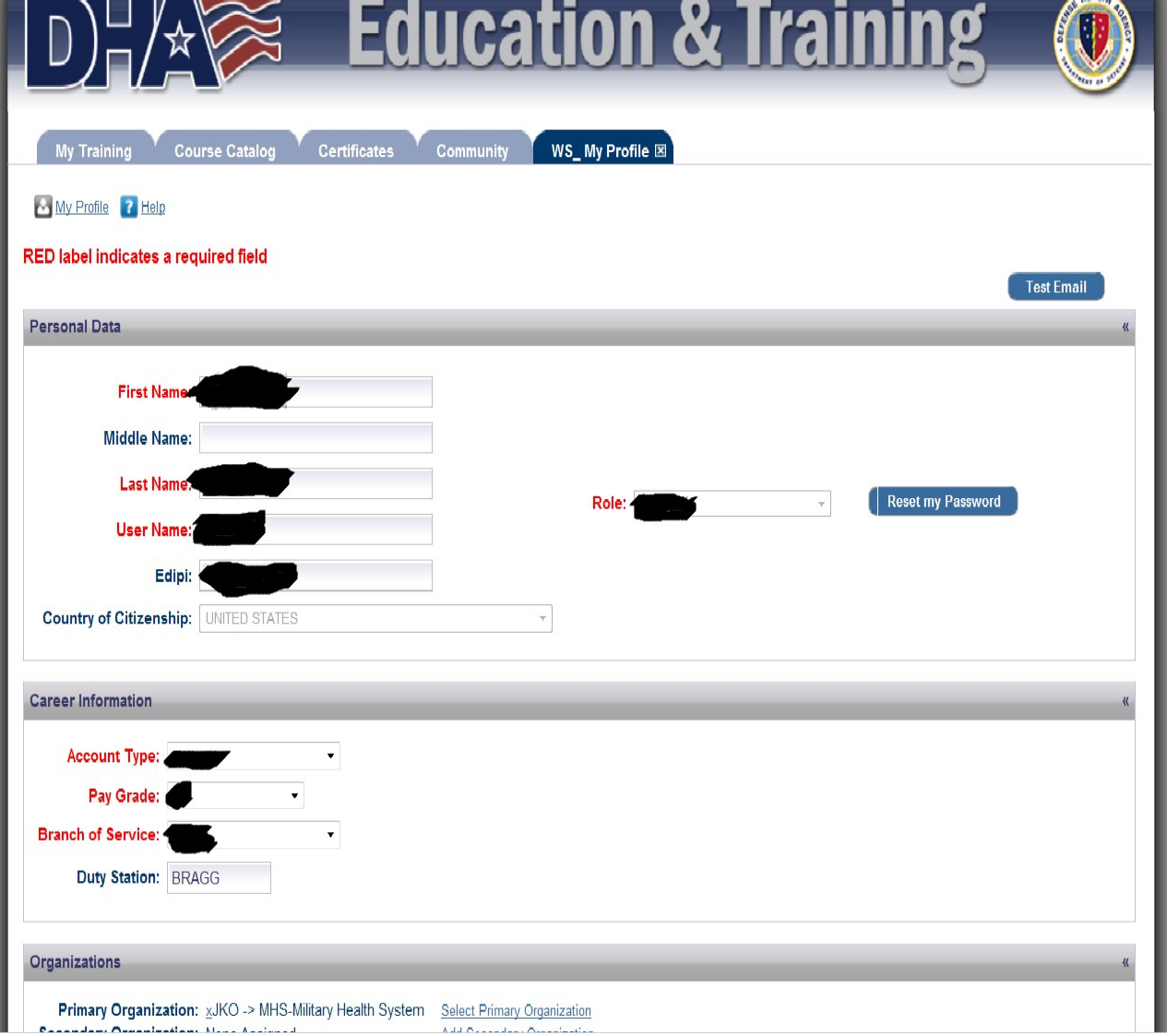

JKO
JOINT KNOWLEDGE ONLINE
Joint Knowledge Online
SYSTEM ADVISORY
The JKO LMS will be unavailable on Friday, 22 May 2015, from 0800-0930 ET due to network maintenance.
SEJPME is here! (Click to watch video)
Login Options
Login with CAC (Internet Explorer only)
Returning student, used CAC before but want a username/password login
First Time Student, no CAC
I have a .MIL, .GOV, NPS.EDU or DODEA.EDU address
I do NOT have a .MIL, .GOV or .NDU.EDU address or I am a Multi-National Student
JS-US007: Level I Antiterrorism Awareness Training
CAC users click here and search for "antiterrorism" in the course catalog
Non-CAC users click here (i.e. Family Members, Dependents, Contractors w/o JKO Accounts)
DHA/MHS Training
Go to Defense Health Agency/Military Health System Education and Training
Account/Login Assistance:
JKO Help Desk Monday - Friday 0700-2300 EST
jkohelpdesk@jten.mil or COMM: 757-203-5654, DSN: 668-5654
Login
Username:
Password:
Login
Forgot Username? Forgot Password?
Received a token? Click here.
CAC Login
Login using my CAC
JOINT KNOWLEDGE ONLINE

Access the website Joint Knowledge Online at: https://jkodirect.jten.mil/Atlas2/faces/page/login/Login.seam.

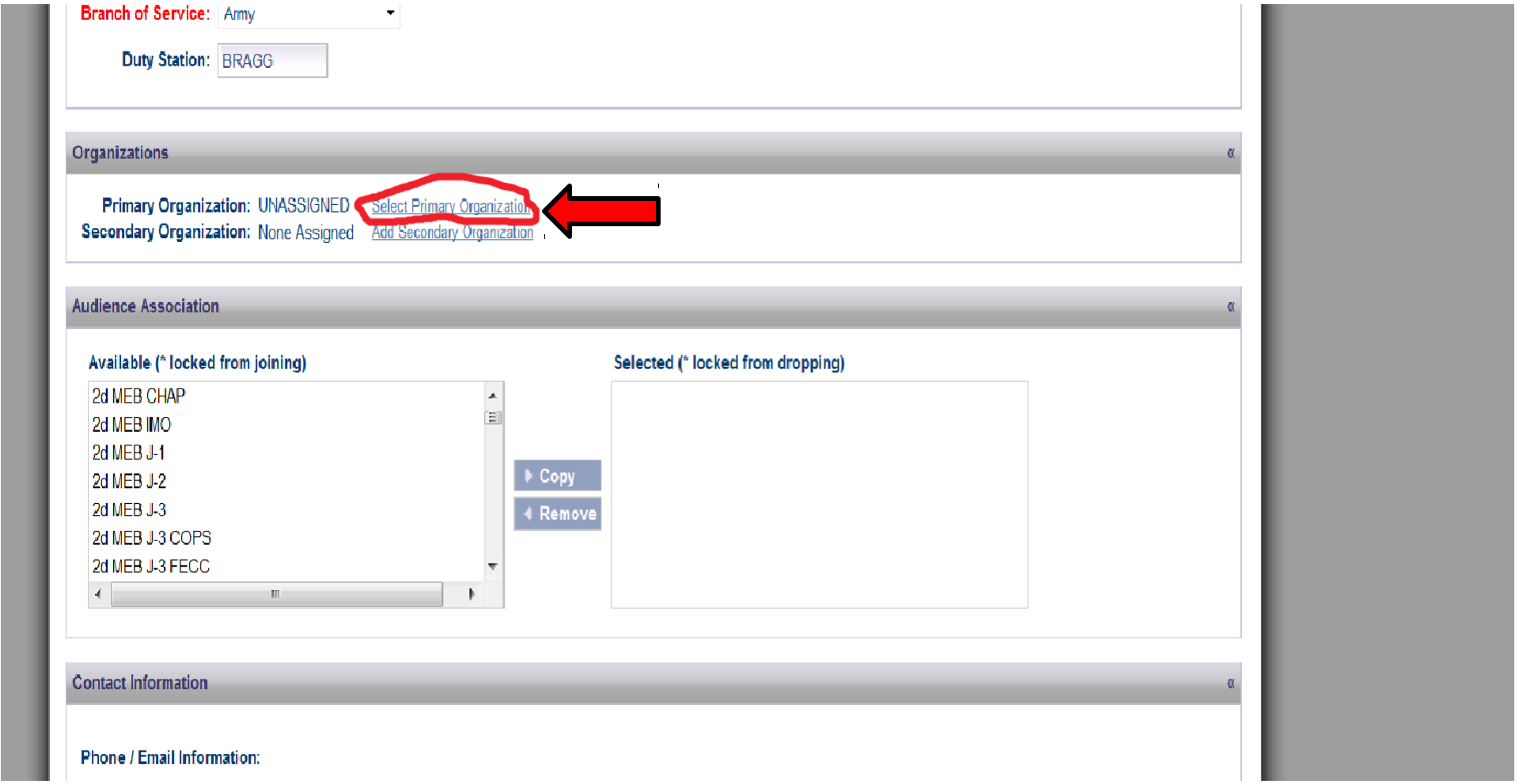
When the main welcome screen opens, login on the right side of the screen using a username and password or CAC login.


DHA
Education & Training
My Training
Course Catalog
Certificates
Community
My Profile
Help
Refresh
Alerts
Start Date
Title
Description
Details
5/20/2015
JKO Scheduled Mainte ... *
JKO will be unavailable on Friday, 22 May from 0800-0930 ET for scheduled maintenance and upgrades. JKO course (more)
view
11/17/2014
New LMS Capability! *
Training Coordinators may create alerts for their Organizations. Alerts serve as helpful reminders to users ab (more)
view
11/17/2014
Communities are her ... *
The Community Tab above contains many topic-specific communities where users can go for resources, links, and (more)
view
* Denotes a System Alert
Training Information
NEW STUDENTS - Find a Course
If you know the author or the subject of the course that you're looking for then please click on the "Course Catalog" tab above. You can search for the author (example – JMESI) in the "Course Number" column or the subject (example – Bioethics) in the "Title" column.
If you do not know the author or the subject of a course, or if you would like to browse all available MHS courses, please click on the "Community" tab above and review the appropriate Military Health System community.
Courses that you are enrolled in will appear below.
New students should take this short 10 minute course An Introduction to JKO
HIPAA/Privacy Act Training is available Click Here
Basic Computer Settings Guide Click Here

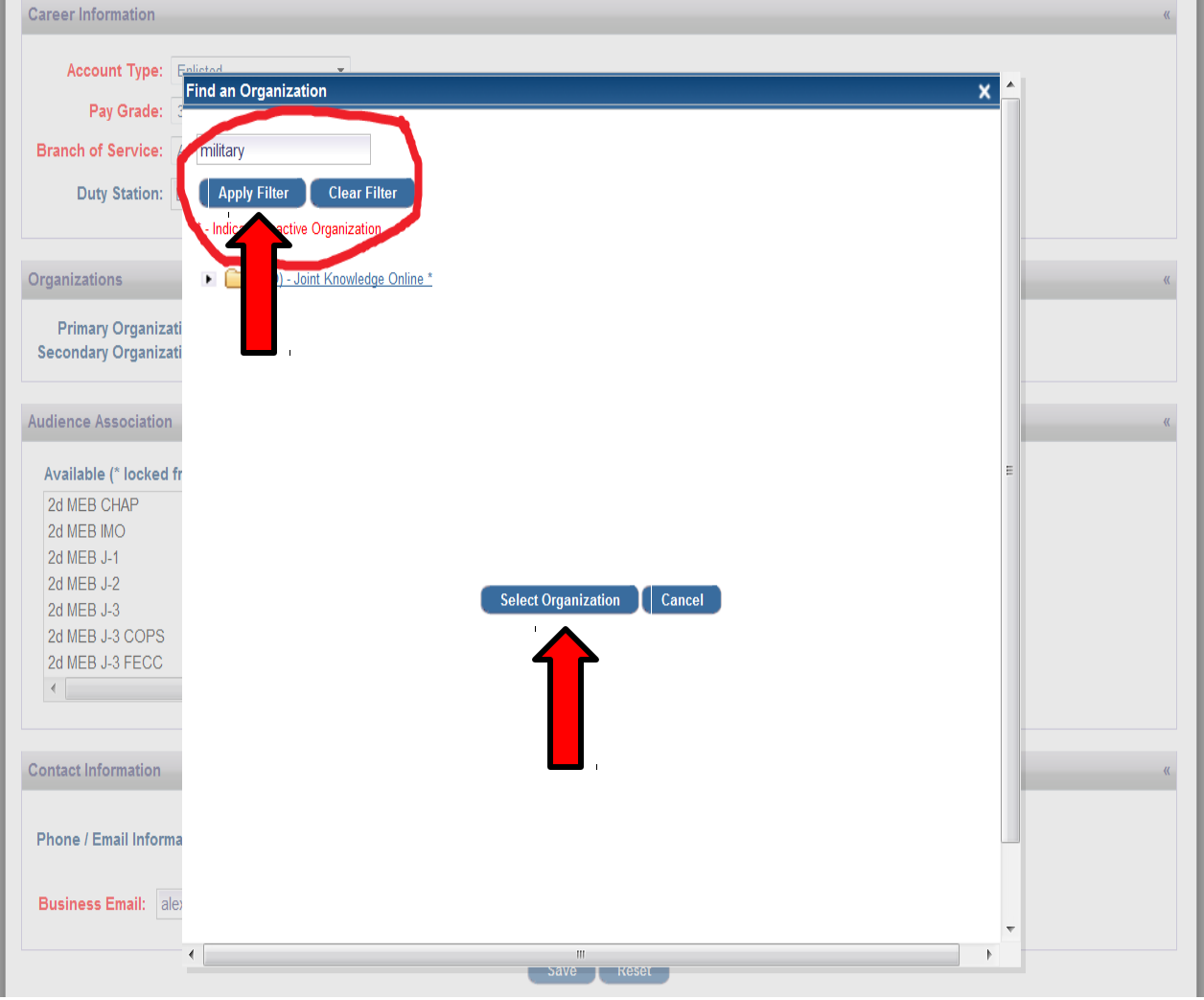
After logging in, select My Profile near the top left corner of the page.



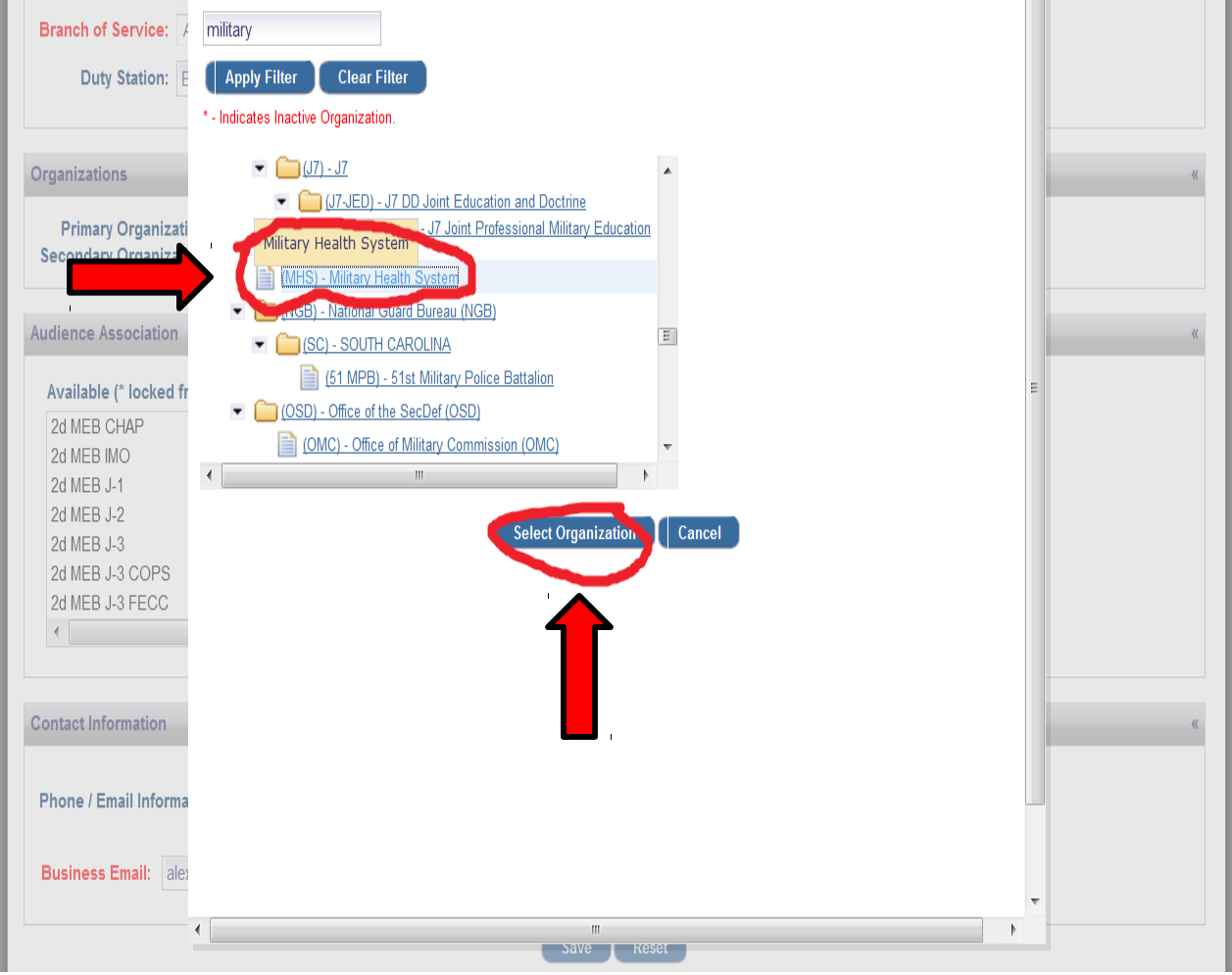
Once you have accessed “My Profile”, you must complete all personal data in **RED.**



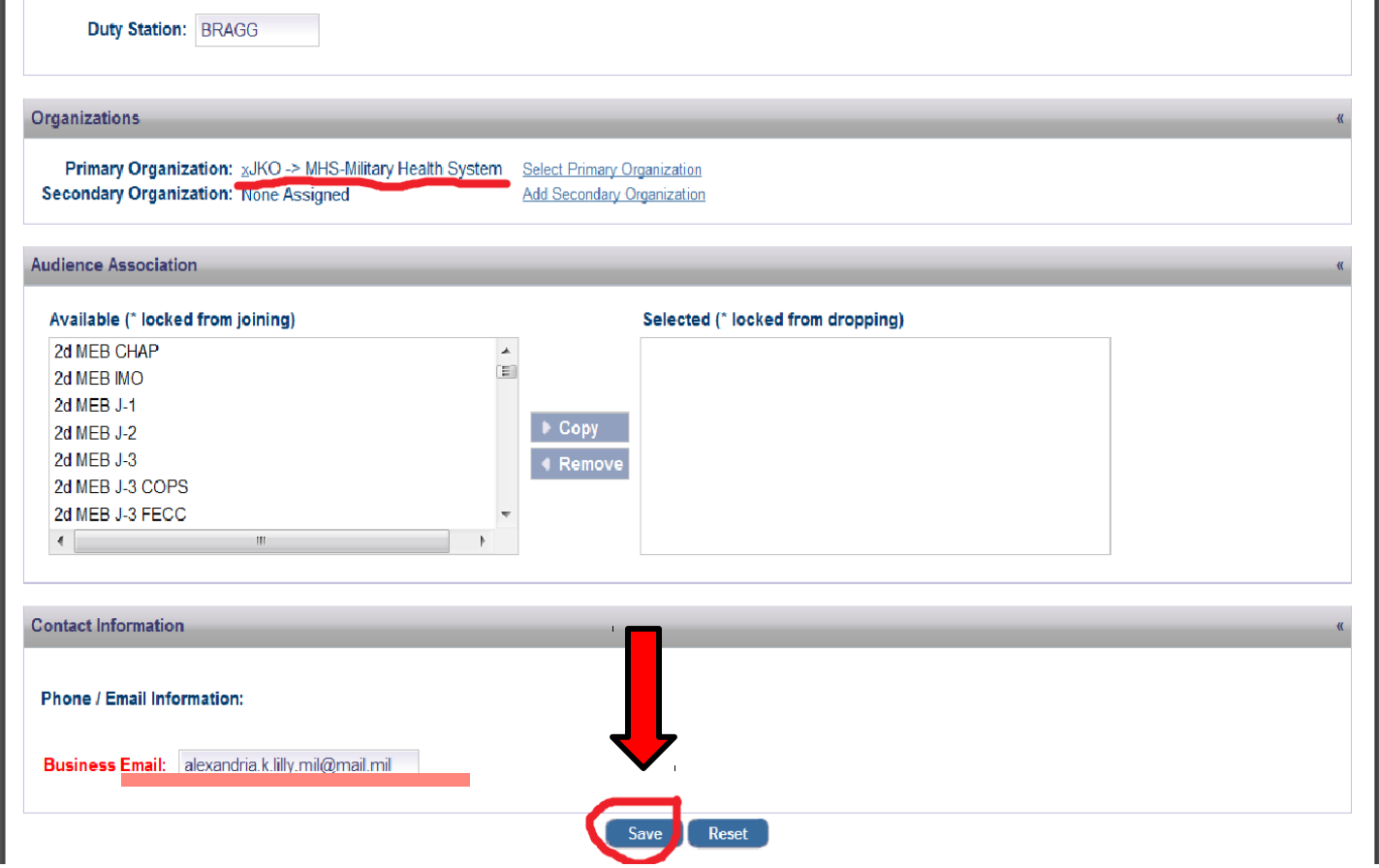
Once in “My Profile”, scroll down halfway through the page until you see an “Organization section”. Under Primary Organization your profile should say UNASSIGNED. To the right, click on the Select Primary Organization button.



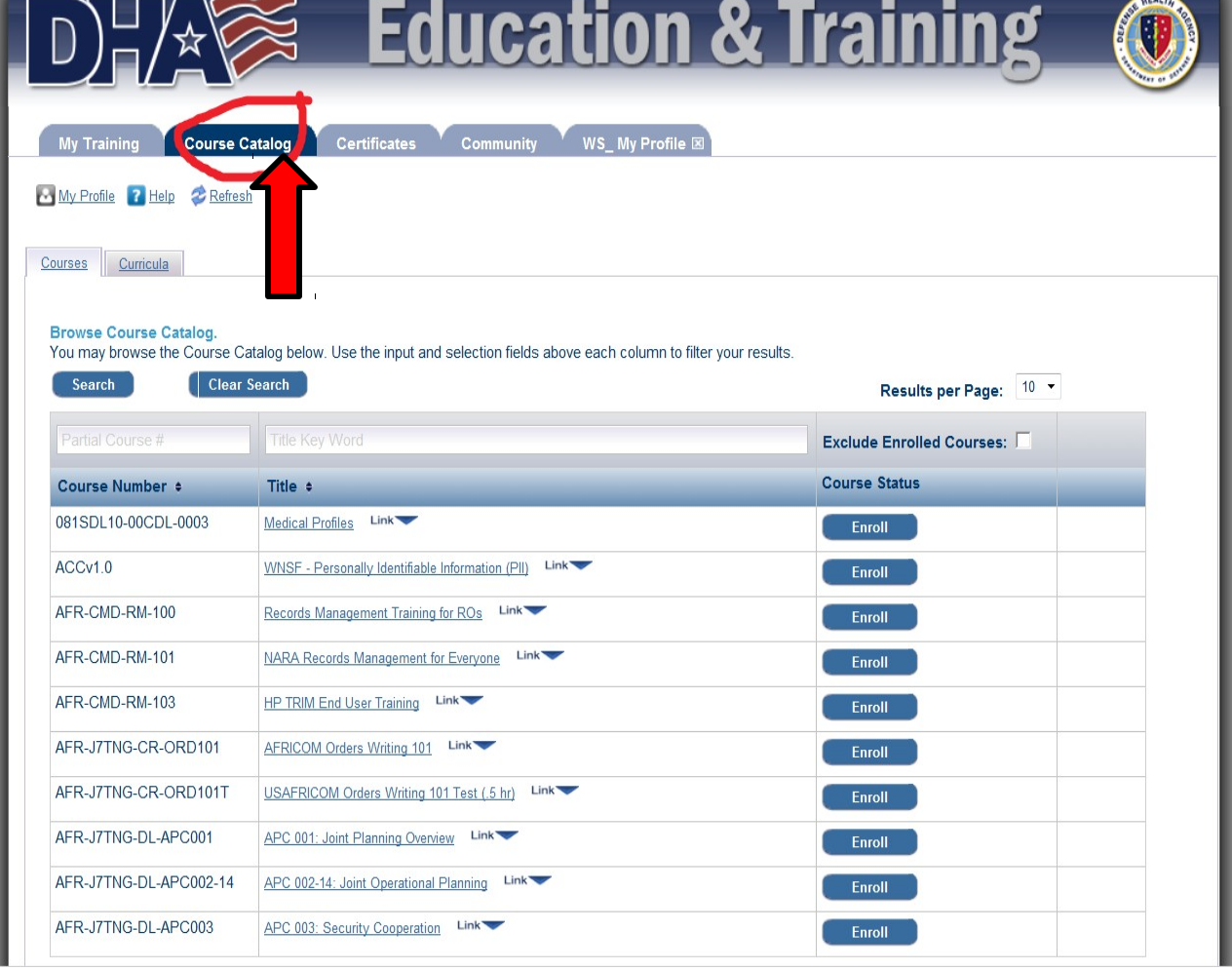
A bar will appear under Find An Organization. Type in the word “military” and then select Apply Filter, then press “Select Organization”.



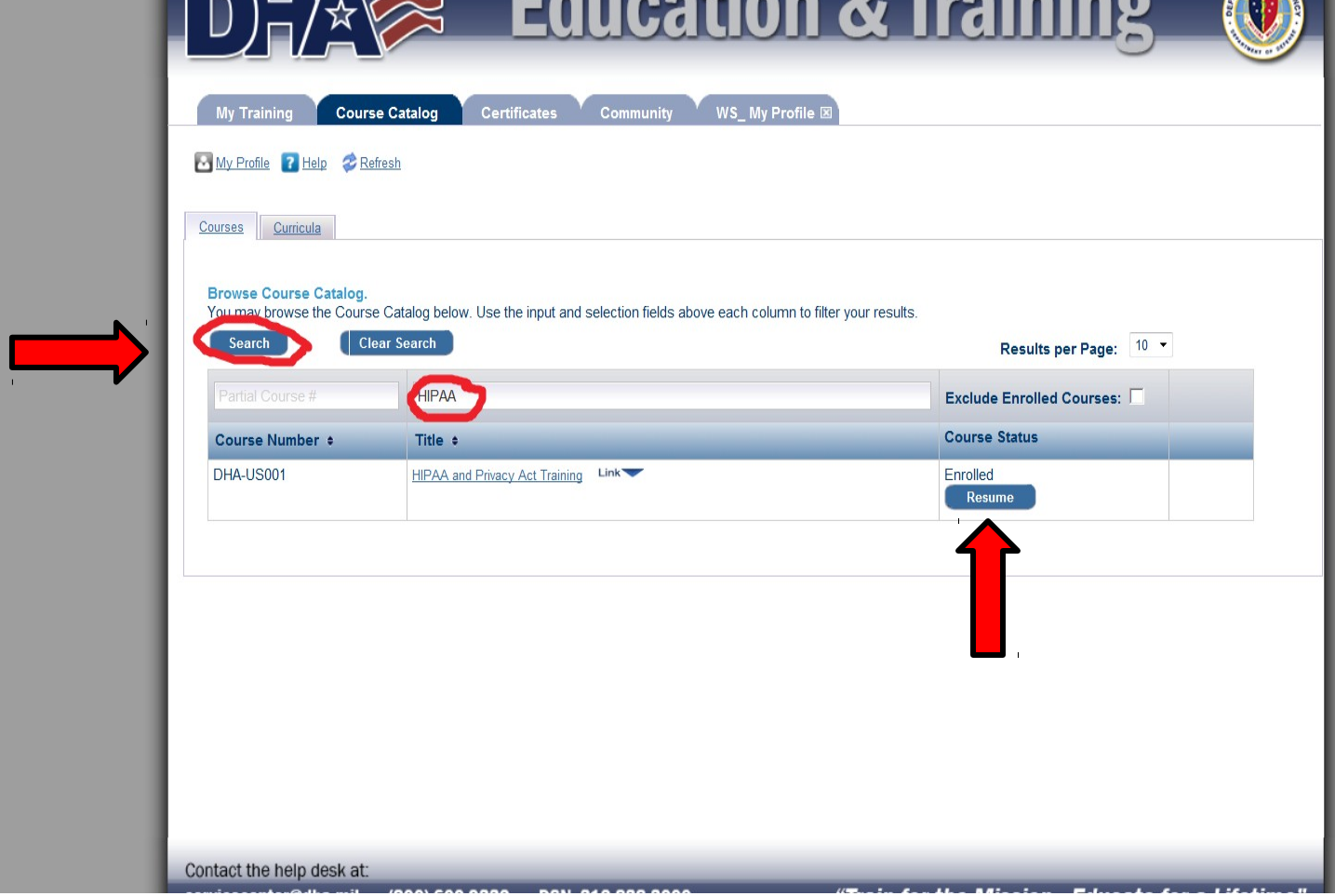
Scroll through the folders until you reach “Military Health System”. Directly under Military Health System, select “MHS file” and then click on the “Select Organization” button at the bottom of screen.



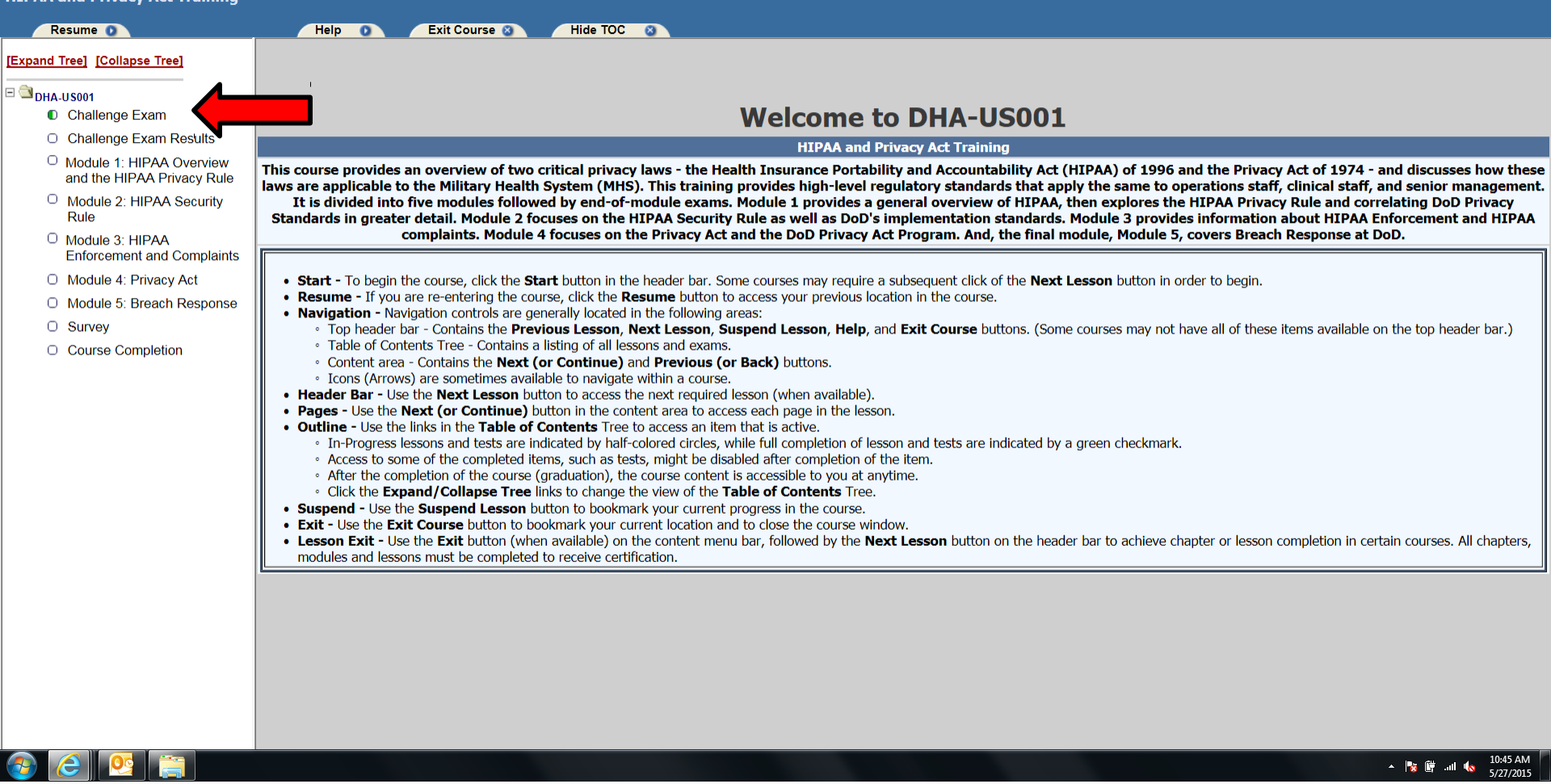
The Primary Organization should now say “JKO> MHS-Military Health System”. Once it is selected, scroll to the bottom of the page and click on the save button.


DHA
Education & Training
My Training
Course Catalog
Certificates
Community
WS_ My Profile
My Profile
Help
Refresh
Courses
Curricula
Browse Course Catalog.
You may browse the Course Catalog below. Use the input and selection fields above each column to filter your results.
Search
Clear Search
Results per Page: 10
Partial Course #
Title Key Word
Exclude Enrolled Courses:
Course Number
Title
Course Status
081SDL10-00CDL-0003 Medical Profiles Link Enroll
ACCv1.0 WNSF - Personally Identifiable Information (PII) Link Enroll
AFR-CMD-RM-100 Records Management Training for ROs Link Enroll
AFR-CMD-RM-101 NARA Records Management for Everyone Link Enroll
AFR-CMD-RM-103 HP TRIM End User Training Link Enroll
AFR-J7TNG-CR-ORD101 AFRICOM Orders Writing 101 Link Enroll
AFR-J7TNG-CR-ORD101T USAFRICOM Orders Writing 101 Test (.5 hr) Link Enroll
AFR-J7TNG-DL-APC001 APC 001: Joint Planning Overview Link Enroll
AFR-J7TNG-DL-APC002-14 APC 002-14: Joint Operational Planning Link Enroll
AFR-J7TNG-DL-APC003 APC 003: Security Cooperation Link Enroll

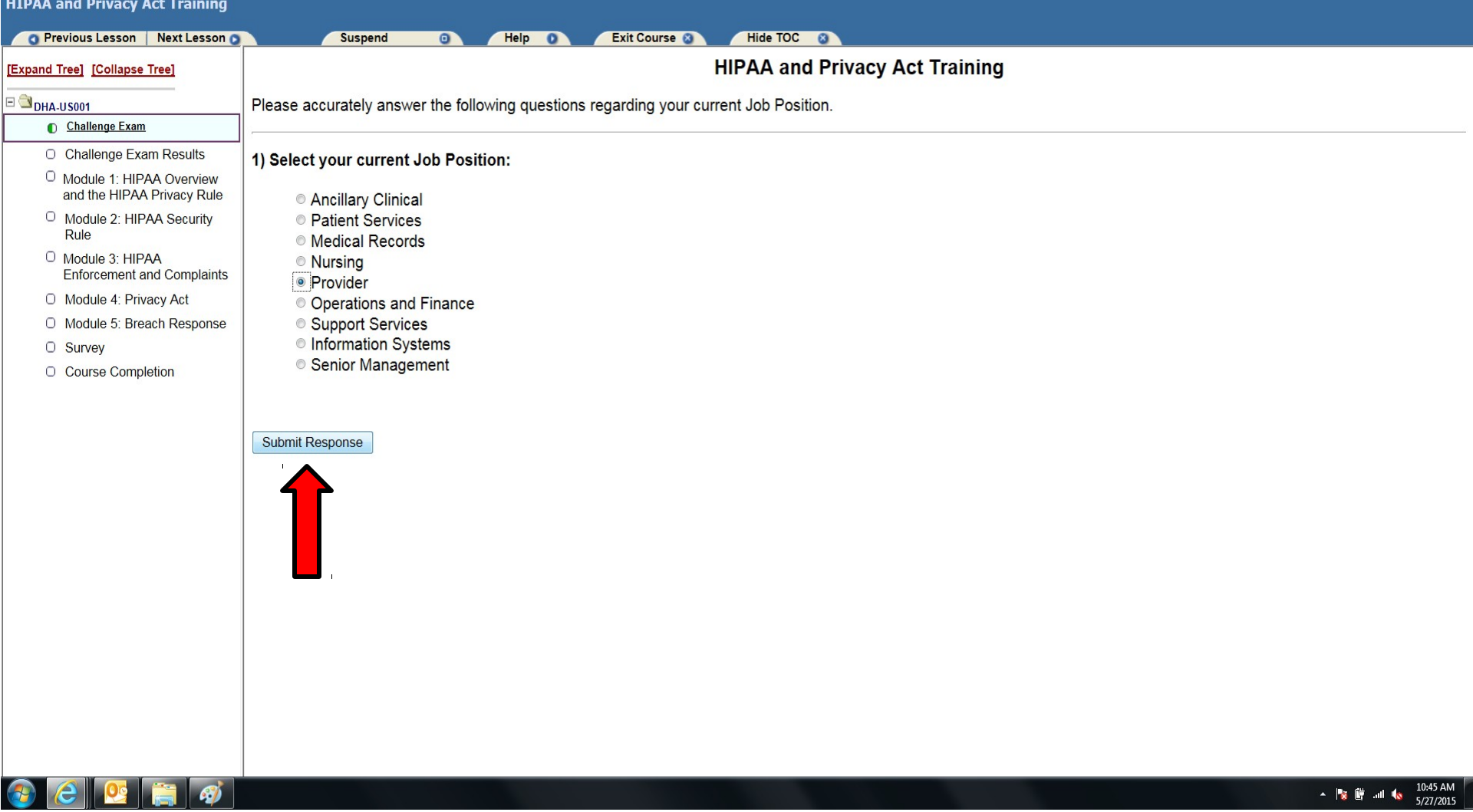
Once your profile is saved, it will bring you back to the main DHA page. At the top left side of the page, select the “Course Catalog” tab.



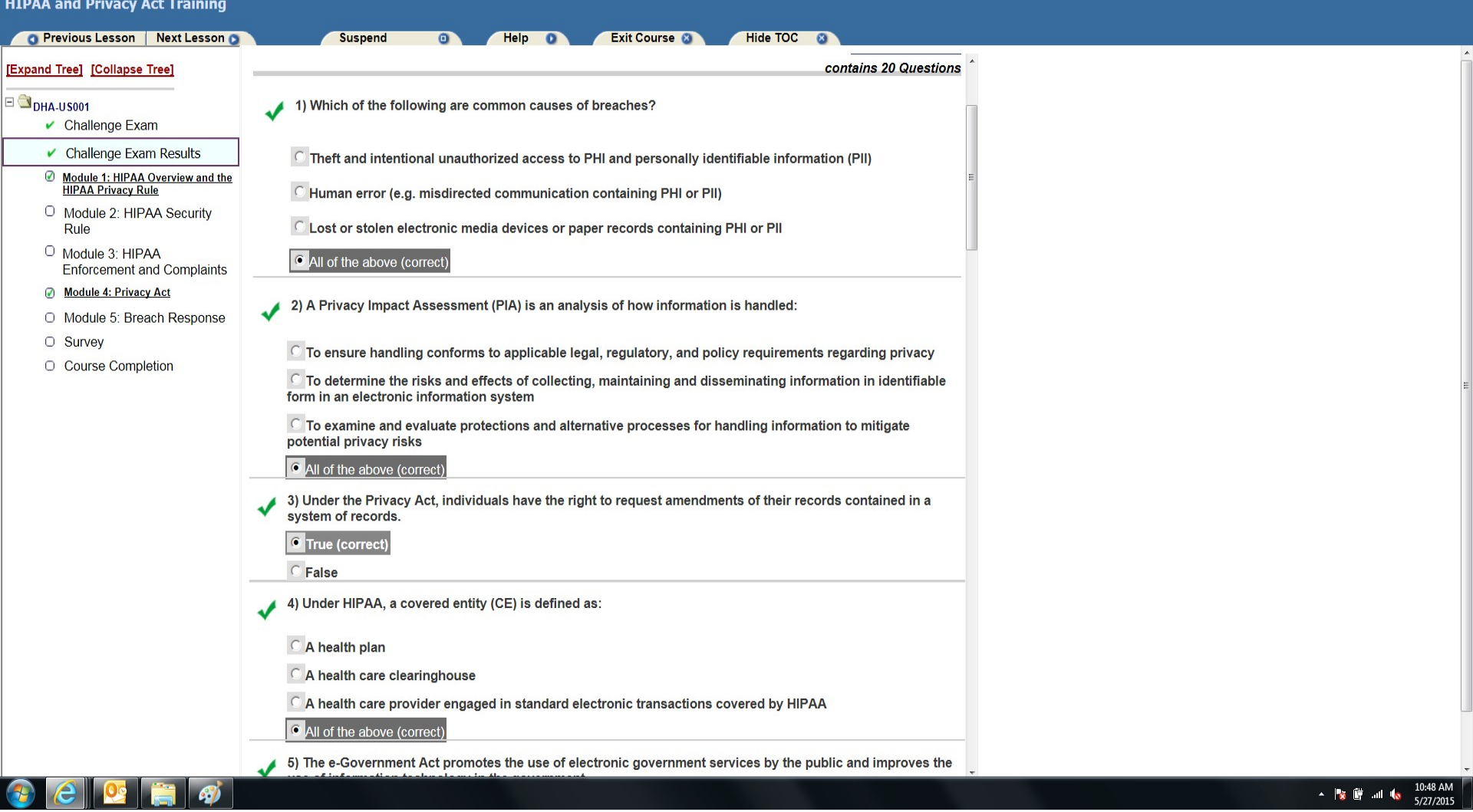
Type “HIPAA” in the search bar **or** “DHA-US001” in the Partial Course# bar and press the search button. The HIPAA course will appear. In the “course status” bar you will select “enroll”.


Resume
Help
Exit Course
Hide TOC
[Expand Tree] [Collapse Tree]
DHA-US001
Challenge Exam
Challenge Exam Results
Module 1: HIPAA Overview and the HIPAA Privacy Rule
Module 2: HIPAA Security Rule
Module 3: HIPAA Enforcement and Complaints
Module 4: Privacy Act
Module 5: Breach Response
Survey
Course Completion
Welcome to DHA-US001
HIPAA and Privacy Act Training
This course provides an overview of two critical privacy laws - the Health Insurance Portability and Accountability Act (HIPAA) of 1996 and the Privacy Act of 1974 - and discusses how these laws are applicable to the Military Health System (MHS). This training provides high-level regulatory standards that apply the same to operations staff, clinical staff, and senior management. It is divided into five modules followed by end-of-module exams. Module 1 provides a general overview of HIPAA, then explores the HIPAA Privacy Rule and correlating DoD Privacy Standards in greater detail. Module 2 focuses on the HIPAA Security Rule as well as DoD's implementation standards. Module 3 provides information about HIPAA Enforcement and HIPAA complaints. Module 4 focuses on the Privacy Act and the DoD Privacy Act Program. And, the final module, Module 5, covers Breach Response at DoD.
Start - To begin the course, click the Start button in the header bar. Some courses may require a subsequent click of the Next Lesson button in order to begin.
Resume - If you are re-entering the course, click the Resume button to access your previous location in the course.
Navigation - Navigation controls are generally located in the following areas:
Top header bar - Contains the Previous Lesson, Next Lesson, Suspend Lesson, Help, and Exit Course buttons. (Some courses may not have all of these items available on the top header bar.)
Table of Contents Tree - Contains a listing of all lessons and exams.
Content area - Contains the Next (or Continue) and Previous (or Back) buttons.
Icons (Arrows) are sometimes available to navigate within a course.
Header Bar - Use the Next Lesson button to access the next required lesson (when available).
Pages - Use the Next (or Continue) button in the content area to access each page in the lesson.
Outline - Use the links in the Table of Contents Tree to access an item that is active.
In-Progress lessons and tests are indicated by half-colored circles, while full completion of lesson and tests are indicated by a green checkmark.
Access to some of the completed items, such as tests, might be disabled after completion of the item.
After the completion of the course (graduation), the course content is accessible to you at anytime.
Click the Expand/Collapse Tree links to change the view of the Table of Contents Tree.
Suspend - Use the Suspend Lesson button to bookmark your current progress in the course.
Exit - Use the Exit Course button to bookmark your current location and to close the course window.
Lesson Exit - Use the Exit button (when available) on the content menu bar, followed by the Next Lesson button on the header bar to achieve chapter or lesson completion in certain courses. All chapters, modules and lessons must be completed to receive certification.
10:45 AM
5/27/2015

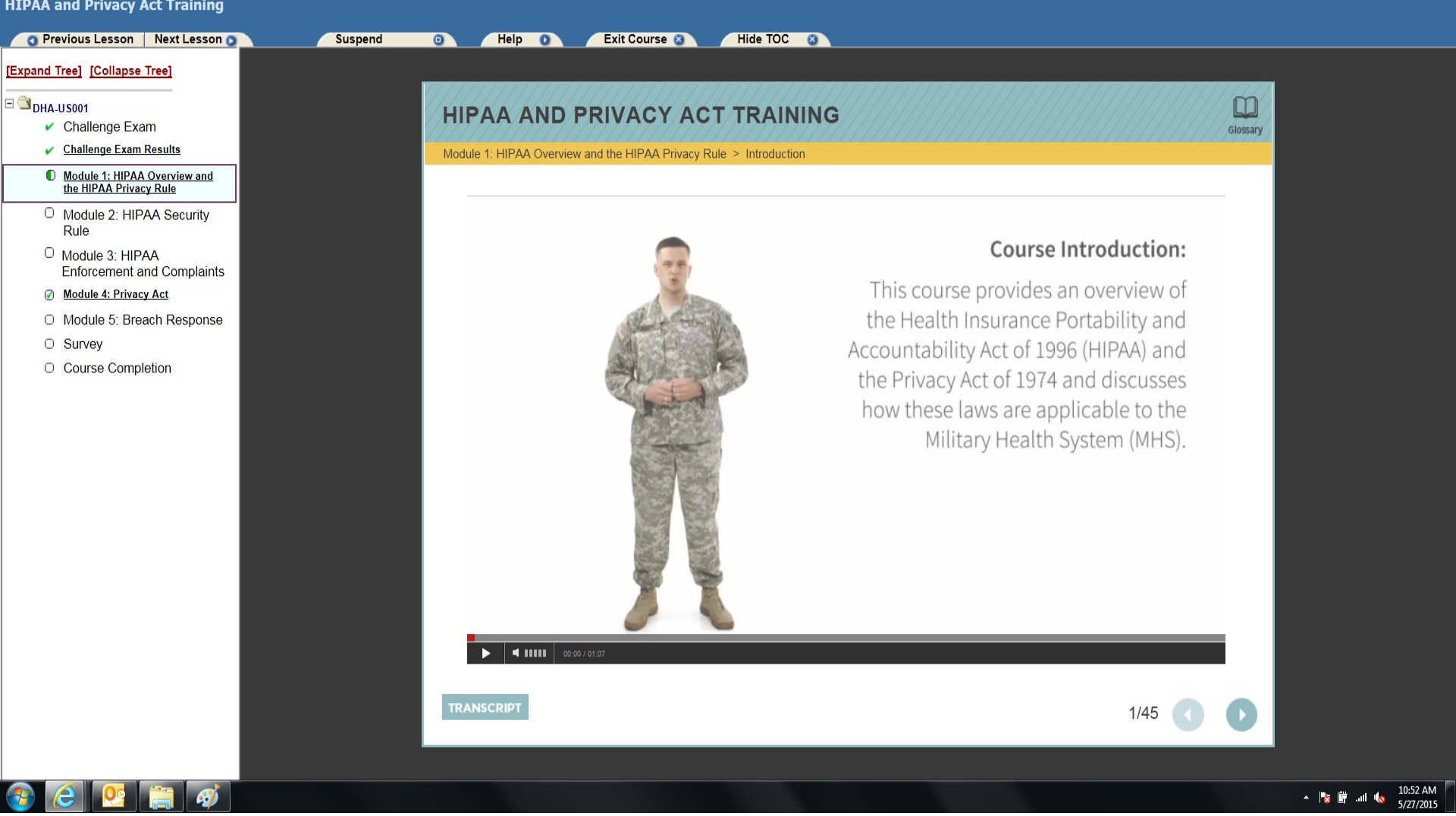
Once enrolled, select Begin Course. A welcome screen will appear. To the top left you will click “Challenge Exam”.



Once you select “Challenge Exam”, it will ask you a series of questions. ie “Job Position” then press submit. Once this is complete you will then answer the pre-test questions.


HIPAA and Privacy Act Training
Previous Lesson
Next Lesson
Suspend
Help
Exit Course
Hide TOC
[Expand Tree] [Collapse Tree]
DHA-US001
Challenge Exam
Challenge Exam Results
Module 1: HIPAA Overview and the HIPAA Privacy Rule
Module 2: HIPAA Security Rule
Module 3: HIPAA Enforcement and Complaints
Module 4: Privacy Act
Module 5: Breach Response
Survey
Course Completion
contains 20 Questions
1) Which of the following are common causes of breaches?
Theft and intentional unauthorized access to PHI and personally identifiable information (PII)
Human error (e.g. misdirected communication containing PHI or PII)
Lost or stolen electronic media devices or paper records containing PHI or PII
All of the above (correct)
2) A Privacy Impact Assessment (PIA) is an analysis of how information is handled:
To ensure handling conforms to applicable legal, regulatory, and policy requirements regarding privacy
To determine the risks and effects of collecting, maintaining and disseminating information in identifiable form in an electronic information system
To examine and evaluate protections and alternative processes for handling information to mitigate potential privacy risks
All of the above (correct)
3) Under the Privacy Act, individuals have the right to request amendments of their records contained in a system of records.
True (correct)
False
4) Under HIPAA, a covered entity (CE) is defined as:
A health plan
A health care clearinghouse
A health care provider engaged in standard electronic transactions covered by HIPAA
All of the above (correct)
5) The e-Government Act promotes the use of electronic government services by the public and improves the
10:48 AM
5/27/2015

At the end of the challenge exam, your test results will appear. Following this, you can now start Module 1: HIPAA Overview and the HIPAA Privacy Rule by clicking the tab on the left side of the screen.


HIPAA and Privacy Act Training
Previous Lesson
Next Lesson
Suspend
Help
Exit Course
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[Expand Tree]
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DHA-US001
Challenge Exam
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Module 1: HIPAA Overview and the HIPAA Privacy Rule
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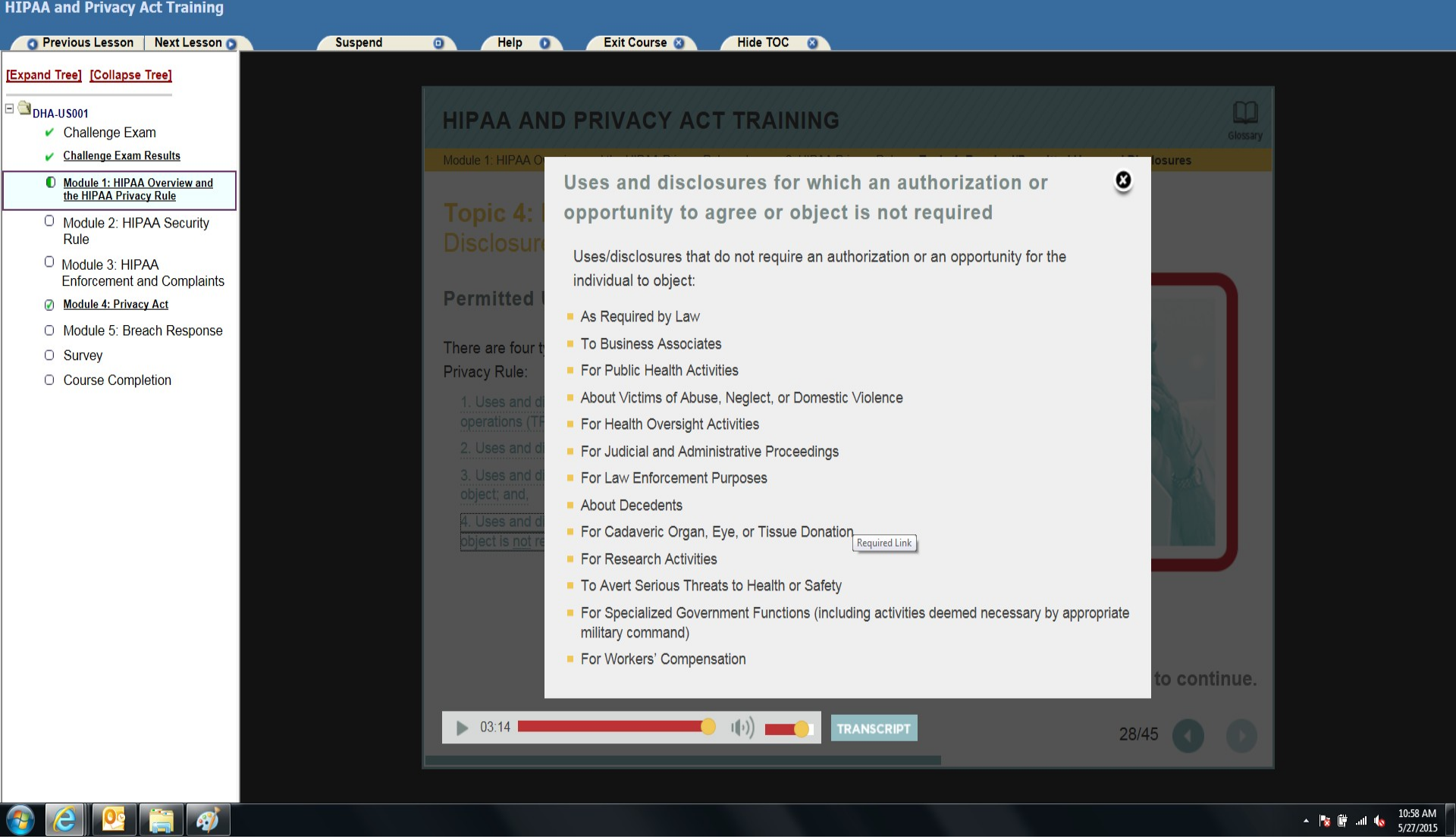
Module 4: Privacy Act
Module 5: Breach Response
Survey
Course Completion
HIPAA AND PRIVACY ACT TRAINING
Glossary
Module 1: HIPAA Overview and the HIPAA Privacy Rule > Introduction
Course Introduction:
This course provides an overview of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Privacy Act of 1974 and discusses how these laws are applicable to the Military Health System (MHS).
00:00 / 01:07
TRANSCRIPT
1/45
10:52 AM
5/27/2015

Once you come to the Course Introduction screen, you can now navigate through the course. Make sure your volume is on and to play every slide and answer any questions throughout the course.


HIPAA and Privacy Act Training
Previous Lesson
Next Lesson
Suspend
Help
Exit Course
Hide TOC
[Expand Tree]
[Collapse Tree]
DHA-US001
Challenge Exam
Challenge Exam Results
Module 1: HIPAA Overview and the HIPAA Privacy Rule
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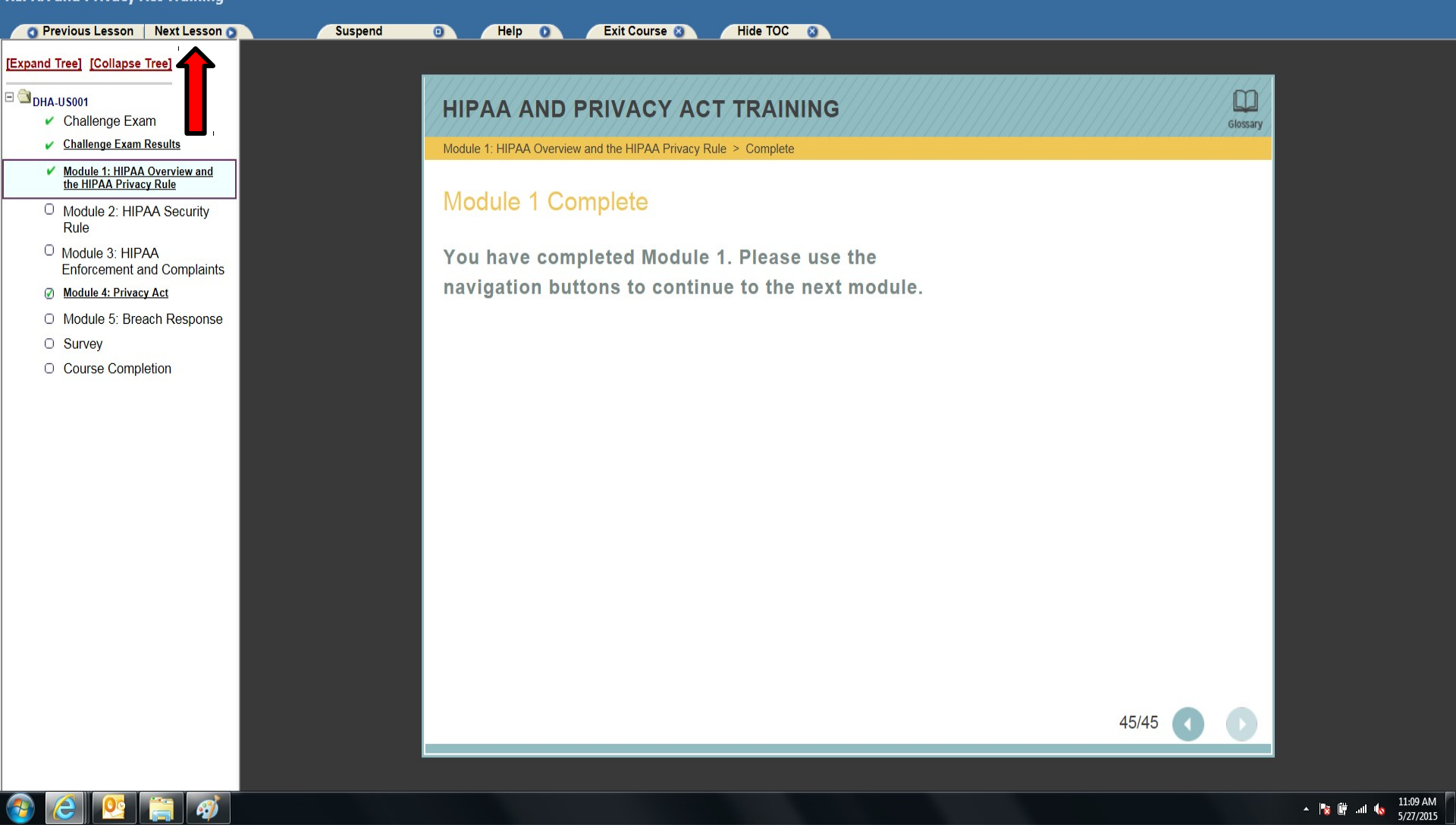
Survey
Course Completion
HIPAA AND PRIVACY ACT TRAINING
Glossary
Uses and disclosures for which an authorization or opportunity to agree or object is not required
Uses/disclosures that do not require an authorization or an opportunity for the individual to object:
As Required by Law
To Business Associates
For Public Health Activities
About Victims of Abuse, Neglect, or Domestic Violence
For Health Oversight Activities
For Judicial and Administrative Proceedings
For Law Enforcement Purposes
About Decedents
For Cadaveric Organ, Eye, or Tissue Donation
Required Link
For Research Activities
To Avert Serious Threats to Health or Safety
For Specialized Government Functions (including activities deemed necessary by appropriate military command)
For Workers' Compensation
03:14
TRANSCRIPT
28/45
10:58 AM
5/27/2015

Some slides require clicking on each link to progress to the next slide.



Once you have completed each module, move along to the next module by clicking the next lesson tab in the top left corner of the screen.

HIPAA and Privacy Act Training
Previous Lesson
Next Lesson
Suspend
Help
Exit Course
Hide TOC
[Expand Tree]
[Collapse Tree]
DHA-US001
Challenge Exam
Challenge Exam Results
Module 1: HIPAA Overview and the HIPAA Privacy Rule
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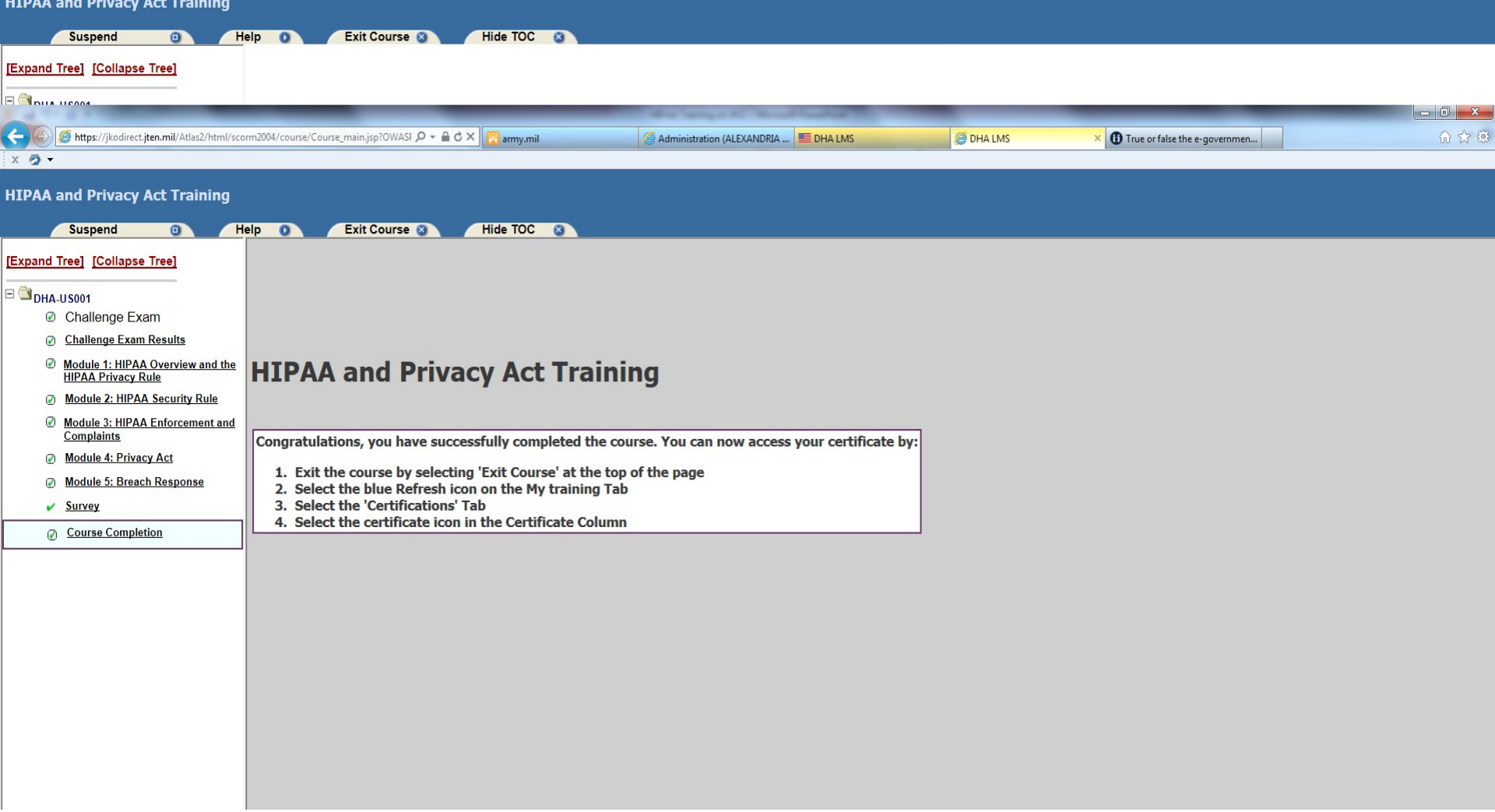
Module 3: HIPAA Enforcement and Complaints
Module 4: Privacy Act
Module 5: Breach Response
Survey
Course Completion
Survey
Please read each statement and then indicate your degree of agreement or disagreement with the statement by selecting the appropriate response.
The course was the right length.
Strongly Agree Agree Slightly Agree Slightly Disagree Disagree Strongly Disagree Not Applicable
The course was the right difficulty level.
Strongly Agree Agree Slightly Agree Slightly Disagree Disagree Strongly Disagree Not Applicable
The objectives met my expectations for this course.
Strongly Agree Agree Slightly Agree Slightly Disagree Disagree Strongly Disagree Not Applicable
The course thoroughly covered all of the objectives.
Strongly Agree Agree Slightly Agree Slightly Disagree Disagree Strongly Disagree Not Applicable
The course clearly explained the major terms and concepts necessary for me to learn the required information.
Strongly Agree Agree Slightly Agree Slightly Disagree Disagree Strongly Disagree Not Applicable
Scenarios, case studies, practical exercises, examples, audio, visuals, and/or checks on learning supported my learning.
Strongly Agree Agree Sightly Agree Slightly DIsagree Disagree Strongly Disagree Not Applicable
Practical exercises and checks-on-learning provided meaningful feedback.
Strongly Agree Agree Slightly Agree Slightly Disagree Disagree Strongly Disagree Not Applicable
Completing this course will help me improve my job performance.
Strongly Agree Agree Slightly Agree Slightly Disagree DIsagree Strongly Disagree Not Applicable
Online learning was an effective tool to learn this course content.
Strongly Agree Agree Slightly Agree Slightly Disagree DIsagree Strongly Disagree Not Applicable
How could the content in this course be improved?
More Content Less Content More References Is's okay as is
I experienced little or no delays in the course loading and content appearing on my screen.
Strongly Agree Agree Slightly Agree Slightly Disagree Disagree Strongly Disagree Not Applicable
12:50 PM
5/27/2015

Once you have completed the exam, you will then be required to complete and submit an survey. After submitting the survey, click next lesson at the top left hand corner.

Once this screen pictured above appears, click “allow once” on the bottom of the screen to access your HIPAA certificate.


HIPAA and Privacy Act Training
Suspend
Help
Exit Course
Hide TOC
[Expand Tree] [Collapse Tree]
https://jkodirect.jten.mil/Atlas2/html/scorm2004/course/Course_main.jsp?OWASI
army.mil
Administration (ALEXANDRIA ...
DHA LMS
DHA LMS
True or false the e-governmen...
HIPAA and Privacy Act Training
Suspend
Help
Exit Course
Hide TOC
[Expand Tree] [Collapse Tree]
DHA-US001
Challenge Exam
Challenge Exam Results
Module 1: HIPAA Overview and the HIPAA Privacy Rule
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Survey
Course Completion
HIPAA and Privacy Act Training
Congratulations, you have successfully completed the course. You can now access your certificate by:
1. Exit the course by selecting 'Exit Course' at the top of the page
2. Select the blue Refresh icon on the My training Tab
3. Select the 'Certifications' Tab
4. Select the certificate icon in the Certificate Column

Once this screen appears, you may now print your HIPAA certificate by following the onscreen prompts.

Be sure to have an up to date copy of your HIPAA training with your documents at all times.

HIPAA TRAINING

If you have any questions, please contact:

-HIPAA COMPLIANCE SPECIALIST

@ 910-907-1050